XA – EXPENDITURE CORRECTION ADJUSTMENT TRANSACTION

INTRODUCTION XA – EXPENDITURE CORRECTION

For ease of use, this procedure is divided into eight (8) stand-alone sections. This way, a user can go directly to the section s/he needs and not have to read through the entire procedure. For example, if a user needs to perform an Individual XA, s/he can go to section III of this procedure and find all the information s/he needs to perform this type of XA transaction.

- Section I is an overview of XA's.
- Section II contains Standard XA procedures.
- Section III handles Individual XA's.
- Section IV contains Mass Build, including multi-document "Turbo" Mass Build information.
- Section V ("Modifying an XA") discusses the procedure for changing/modifying information a user has entered before that information is processed.
- Section VI handles selecting a new group of employees.
- Section VII explains the PCRS Override procedure.
- Section VIII is a troubleshooting section.

ICONS

Throughout this adjustment section are explanations of the procedure as well as procedural steps. Also, there are decision-making options for times when the user has to make a decision based on his/her business needs. As an aide, there are three (3) icons on the left to help you quickly identify the text. The icons are:



? = Decision

= Procedural Steps

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I: XA Overview

Expenditure Correction (XA)



The expenditure correction transaction (XA) is a user-entered document. It modifies expenditure accounting information recorded on a payroll charge that has been processed through the system. The XA is used to redistribute charges from one cost center to another. It does not change the dollar amount of the original expenditure. The XA corrects accounting data by decreasing expenditures at the incorrect cost center and increasing expenditures at the correct cost center.

Three Types of XA's: Standard, Individual and Mass Build



There are three types of XA transactions:

- 1. Standard XA. This transaction requires the user to enter all data down to the lowest level of detail in order to retrieve labor history for a specified pay period. With this transaction, all records of an individual, department, or organization may be moved for a given pay period. The D (decrease) line can be split and the user can enter multiple I (increase) lines.
- 2. Individual XA. With the individual XA, the user is required to enter an employee's Employee Id Number or Social Security Number. This retrieves all of an employee's labor history for the specified pay period.
- 3. Mass Build. This XA transaction requires the user to enter only Fiscal Year, Department and Appropriation to retrieve labor history. The system then builds the XA, taking into account all multiple labor history combinations for that pay period. It builds decrease and increase lines for each combination. All combinations up to 20 lines per document can be moved to the same cost center.

The Mass Build also has a "Turbo" feature that allows the system to build more than 20 lines, if necessary. In such a scenario, the system will build multiple XA documents.

I: XA Overview

Historical Funds Edit

All XA's undergo historical funds editing to ensure that the receiving account could have supported the charges in the pay period the expenditure was incurred. This process is mandated by state finance law. The XA also goes through PCRS rules edits to verify that an approved rule is in place that allows an account change on the document. If the XA fails the historical funds edit, the XA will go to a PEND status to be reviewed by the Comptroller's Office (CTR) Accounting Bureau. If the XA fails PCRS rules or MMARS edits, it will go to a REJCT status in the PCRS Holding file. (At this point, the department must determine whether to modify the XA or do a PCRS override.) If the XA passes PCRS rules and MMARS edits, it will go into a DONE status in the PCRS Holding file.

Comptroller Review Process for the XA



All XA's that go to a PEND status will be reviewed by the Comptroller's Accounting Bureau. It is the department's responsibility to provide the Accounting Bureau with a letter detailing the justification and authority for the XA in light of the failed edit. Requests for approval should include a screen print of the XA. Forward to:

Accounting Director Comptroller's Office Room 901 One Ashburton Place Boston, MA 02108

The Accounting Bureau will review the pending XA transaction for compliance and either approve or not approve the transaction.

Enter a selection or press <pf12> for main menu.</pf12>	
VADJTM00 **** P C R S **** (DEVELOPER) TEST: Work In Progress 4/15/1999 ITDA31 Adjustments Subsystem Menu 12:11 PM	
Doc-ld Number: 9105001	
Selection: AXA (A Add, M Modify, V View)+ Transaction Type, L for Inquiry List	
Holding File Inquiry List Status: XF - Insufficient Funds Correction XD - Payroll Data Correction XA - Expenditure Correction XE - Expenditure Refund XC - Prior Year Refund XU - User/Sect; Earn Code/Hours	
Dept: XYZ Org: 1000 Pay Period End Date: 09 12 1998 SSN: Employee ID:	
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12 Done Help Exit Prior Menu	

Adjustments Subsystem Menu screen

Adding a Standard XA Transaction





In the Adjustments Subsystem Menu screen, complete the following fields:

DOC-ID FIELD

The first four (4) characters of the Doc-Id Number field are pre-filled with the last number of the fiscal year and the Julian date. This field can be changed to meet your department's needs by overwriting the characters that are inferred. If you decide to leave the 4 pre-filled characters in place (BFY & Julian date), you need to fill in the remaining three (3) characters of the Doc-Id with a sequential number (e.g., 001, 002, 003, etc.) or some other code that meets your department's needs.

SELECTION FIELD

In the **Selection Field** type **<A>** for ADD and **<XA>** to identify the transaction code to be entered, in this case, an expenditure correction.

↑ DEPT AND ORG FIELDS

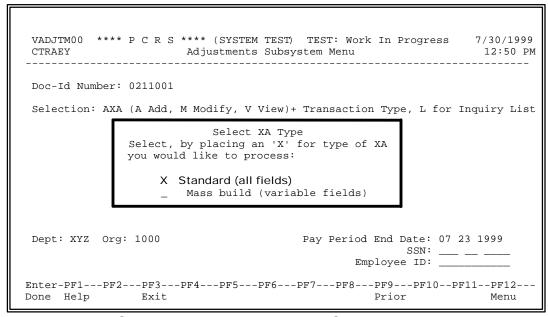
At the bottom of the screen the **Dept** and **Org** fields are pre-filled with your MMARS department and organization code. Based on security, these fields can be modified.

PAY PERIOD END DATE FIELD

The **Pay Period End Date** is pre-filled with the most recent Saturday pay period ending date for which payroll was processed. This field is modifiable to accommodate the user's needs.

- Enter the **Pay Period End Date** (period ending Saturday date, period beginning Sunday date for Accounts Payable pay periods) that the XA adjustment is for.
- Hit **<ENTER>**.

Response:

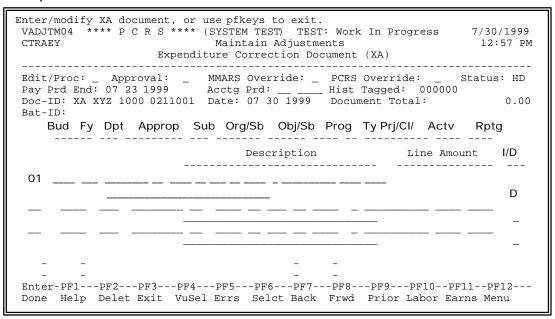


Adjustments Subsystem Menu screen with Selection Pop-Up Window

Selecting the Standard XA

- 1. Enter **<X>** in the "Standard XA (all fields)" field.
- 2. Hit **<ENTER>.**

Response:



Maintain Adjustments Expenditure Correction Document (XA) screen

NOTES: (1) This is the Standard XA document screen.

(2) Please refer to Adjustment Subsystem Introduction in this section of the manual for descriptions of the XA document header and line fields.

Entering the XA Decrease Line

In the XA document:

1. **<TAB>** to the decrease line **(01).**



2. Enter **all** the required statutory fields (budget fiscal year, department, appropriation, organization and object code) and any non-statutory fields that make up the adjustment criteria needing modification.



If there are fields needing to be accessed and they are not visible on the screen, press **<F10>** or **<Alt>** and **<10>**. A pop-up window appears which displays all statutory and non-statutory fields. Information for these fields can be entered in this window.

Entering the XA Increase Line

To enter the increase line:

1. **<TAB>** from the decrease line to the first available field on the next line.



- 2. Enter <02>.
- Hit **<ENTER>**.

7

The decrease line has been duplicated onto the first increase line. Now, the increase line has to be modified to reflect the correct distribution - it cannot be the same as the decrease line; it must be unique.

NOTES: You can continue to add lines in the document by tabbing to the next available line, entering the new line number, hitting **<ENTER>**, and modifying the new line.

To move forward to the next screen to enter more lines, press <**F8>** or **<Alt> and <8>** to scroll.

7

The user needs to decide whether to redistribute all employees' labor history or select employees.

REDISTRIBUTING ALL EMPLOYEES' LABOR HISTORY RECORDS

To redistribute <u>all</u> employees' labor history records that meet the criteria entered in the decrease line to the same increase line, there is no need to tag individual employees' labor history records.

- 1. Enter the correct distribution in the increase line.
- 2. Hit **<ENTER>** to lock all the associated labor history. *Response:* The total dollar amount will appear on the decrease line.

For the next step in redistributing all employees' labor history records, skip the following Redistributing Select Employees' Labor History Records and continue with "Editing the XA Document" heading at the end of this section.

REDISTRIBUTING SELECT EMPLOYEES' LABOR HISTORY RECORDS

When selecting employees' labor history records, perform the following operations: "Tagging Labor History", "Select Employees", "Condition Field", "Selecting Employees for Redistribution". Complete the procedure with "Editing the XA Document".

Tagging Labor History



The XA transaction requires that in the XA document, detailed accounting criteria for the adjustment be entered in the "decrease" line. The system can then retrieve the original payroll labor history needing adjustment, and the user can choose which employees s/he wants to adjust. This process is referred to as "tagging" labor history. Before you can tag labor history, you must have both the decrease and increase lines completed in the document. The decrease line is the charge(s) you want to redistribute. The increase line is where you want the charge(s) distributed. The increase line cannot be identical to the decrease line; it must be unique.

Select Employees Function

II - A. Standard XA

Once the decrease and increase lines are entered:

- 1. Place the cursor anywhere on the "decrease" line.
- 2. Press **<F6>** or **<Alt>** and **<6>** (Select Employees key) to select employees by SSN.

Response: A Select Labor History pop-up window appears that alphabetically lists all employees whose labor history records match the criteria entered in the "decrease" line.

No labor history marked VADJTM04 **** P C R S * CTRANZ	**** (SYSTEM TES	T) TEST: W Adjustment		9/29/20 2:01
Ln Lock Doc Id N	Jame £	ssn	Ecde Obj Hours	Charges
PC	CRS, 2003 01 2 CRS, 2004 01 2 O61, PCRS 01 5	00-42-0042		
Start List At: Enter Done	PF4SSN/Emp ID	P	dition (Y/N): F8 Frwd	PF12- Cncl

3. Press <F4> or <Alt> and <4> if you want to select employees by Employee ID.

No labor history ma VADJTM04 **** P C CTRANZ	R S **** (SYSTI Mai	EM TES Intair		In Pro	ogress	9/29/2000 2:01 PM
Ln Lock Doc Id	Name		Employee ID Et	yp Obj	j Hours	Charges
02	PCRS, 2003	01	PCRS2003 REG	A01	36.097	1419.82
02	PCRS, 2004	01	PCRS2004 REG	A01	38.503	1580.18
02	8061, PCRS	01	PCRS8061 REG	A01	72.000	967.64
Start List At: Enter	 PF4		And Condition			PF12-
Done	SSN/Emp	ID	Frwd			Cncl

Selecting **Employees for** Redistribution



In the **LN** field, select the employees to be redistributed by typing the increase line number you want that employee's labor history associated with. Once you tag an employee's labor history record for a given pay period, that record is "locked" until the document is processed to a DONE status. This means that (1) the labor history record cannot be re-tagged in another document unless it has been fully processed and updated in MMARS and PCRS labor history, or (2) the labor history tags have been removed.

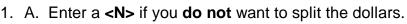
After labor history is tagged, a valid value must be entered in the "And Condition field" that appears at the bottom right of the screen. The two valid

"And Condition" Field









OR

B. Enter a **<Y>** if you only want to split total dollars between numerous increase lines. For more information, refer to "Splitting Dollars Only XA Transaction" in this section of the manual.

2. Hit **<ENTER>.**

values are <N> and <Y>.

Response: The pop-up window closes and you are returned to the XA document.

Response:

CTRANZ	* (SYSTEM TEST) TEST: Work Maintain Adjustments diture Correction Document	(XA) 9/22/2000 4:27 PM					
Edit/Proc: _ Approval: _ MMARS Override: _ PCRS Override: _ Status: HD Pay Prd End: 07 22 2000							
	Description	Line Amount I/D					
01 2001 XYZ 75040100 AA	L000 A01						
02 2001 XYZ 75040101 AA	L000 A01						
 Enter-PF1PF2PF3PF	 1PF5PF6PF7PF8	PF9PF10PF11PF12					

Maintain Adjustments Expenditure Correction Document (XA) screen After Labor History Is Tagged



The figures in the line amount fields now represent the dollar total of the labor history records tagged in the previous screen.



Viewing Selected Employees To verify the employees tagged to the new distribution:

- 1. Place the cursor anywhere on the "increase" line.
- 2. Press <PF4> key or <Alt> and <4> (View Selected Employees key) to view employees (by SSN) tagged to this line.

Response: A View Selected Labor History pop-up window appears that alphabetically lists all employees whose labor history records were selected for the "increase" line.

VADJTM04 **** P C CTRANZ	Main	M TEST) TEST: ntain Adjustmen ected Labor His	ts	9/29/2000 2:02 PM
Ln Lock Doc Id	Name	SSN	Ecde Obj Hours	Charges
02 02 02 02	PCRS, 2004	01 200-42-0042	REG A01 36.097 REG A01 38.503 REG A01 72.000	1580.18
Start List At: Enter Done		Frv		PF12- Cncl

Maintain Adjustments Select Labor History screen with And Condition Field Pop-Up Window: SSN

As with the "decrease" line, the **<PF4>** key acts as a toggle between SSN and Employee ID.

VADJTM CTRAN		****	P C 1		Ma	intai	ST) TEST: n Adjustme d Labor Hi	nts	In Pr	ogress	9/29/200 2:02 1
Ln	Lock	Doc	Id	Name			Employee	ID Ety	o Obj	Hours	Charges
02				PCRS,	2003	01	PCRS200	3 REG	A01	36.097	1419.82
02				PCRS,	2004	01	PCRS200	4 REG	A01	38.503	1580.18
02				8061,	PCRS	01	PCRS806	1 REG	A01	72.000	967.64
	t Li				 74			-PF8			PF12-
Done					SN/Emp			Frwd			Cncl

Maintain Adjustments Select Labor History screen with And Condition Field Pop-Up Window: Employee ID

If selected labor history records are correct, hit **<ENTER>** to return to the document.

Modifying Selected Employees

If you need to modify the employee records selected, place your cursor on the D line and hit **<PF6>** or **<Alt>** and **<6>**.

No labor history m VADJTM04 **** P C CTRANZ	R S **** (SYSTE Mai			9/29/20 2:01
Ln Lock Doc Id	Name	SSN	Ecde Obj Hours	Charges
02 02 02 ——————————————————————————————	PCRS, 2004	01 200-42-0042	2 REG A01 36.097 2 REG A01 38.503 1 REG A01 72.000	1580.18
Start List At: _ Enter Done			ndition (Y/N): N -PF8 Frwd	PF12- Cncl

In the Select Labor History window, you can:

- remove a record from the selection by blanking out the number in the LN field
- add a record to the selection by putting the number of an increase line in the LN field
- move a record to another increase line by overwriting the number in the LN field

Editing the XA Document

Place the cursor in the **Edit/Proc** field.

- 1. Enter a **<P>** to invoke PCRS Edits only, or an **<O>** to invoke PCRS Edits **and** schedule the document for batch processing.
- Hit **<ENTER>**.

Note: Your security will determine whether you can use the **<P>** or **<O>** function.



Any PCRS errors will appear one at a time at the top of the screen. (MMARS edits also appear here.) Once the document is error free, the Adjustments Subsystem Menu appears. Depending on security clearance, errors can be corrected by (1) changing the "I" line, or (2) performing a PCRS override. (Refer to section VII in this procedure for the Override procedure)

You may now enter/process another XA if necessary.

II - C. Standard XA -Splitting Dollars Only

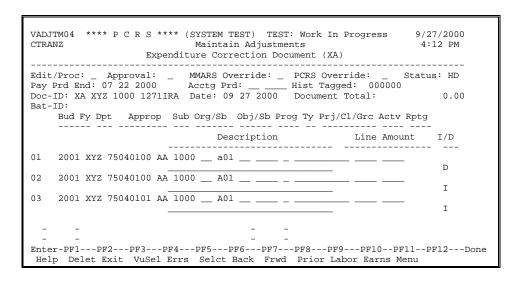
Splitting
Dollars Only In
a XA
Transaction



There are some cases when the user only wants to split dollar amounts. In these cases, the user must enter not only the XA decrease line, but at least two increase lines for redistribution. Follow the previous instructions for entering XA decrease and increase lines.

Note: When you split dollars between multiple increase lines, each employee's labor history record is distributed between the increase lines. Based on the dollar figure entered, the system computes the correct distribution percentage and applies it to each employee.

When splitting dollars, the system allows an increase line that is identical to the decrease line. This allows you to leave a portion of the charges in the original line of distribution.



Maintain Adjustments Expenditure Correction Document (XA) screen with Two Increase Lines

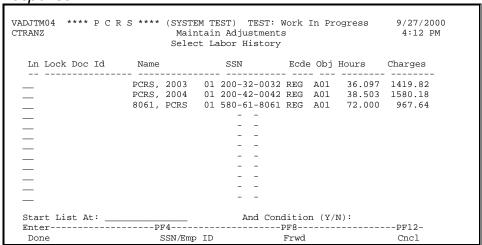
II - C. Standard XA - Splitting Dollars Only



When splitting the total dollars spent on the decrease line to multiple increase lines, all appropriate increase lines must be entered prior to using the <F6> or <Alt> and <6> or <F4> or <Alt> and <4> keys on the decrease line.

- Enter all increase lines.
- 2. Place the cursor on the decrease line.
- 3. Press <F6> or <Alt> and <6> for SSN then <F4> or <Alt> and <4> if you want to select employees by Employee ID.

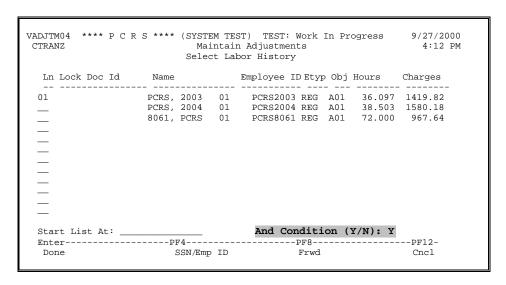
Response:



Maintain Adjustments Select Labor History screen to Split Total Dollars: Select Labor History Pop-Up screen – SSN

II - C. Standard XA – Splitting Dollars Only

Response:



Maintain Adjustments Select Labor History screen to Split Total Dollars: Select Labor History Pop-Up screen – Employee ID

- 4. In the LN field in the Select Labor History pop-up window, enter <01> next to employee's labor history records whose labor history is equal to or greater than the total dollar amount to be split.
- 5. Enter <Y> in the "And Condition" field.
- 6. Hit < Enter>.

II - C. Standard XA - Splitting Dollars Only

Response:

VADJTM04 **** P	C R S **** (SYSTEM	TEST) TEST: Work In Progress	9/27/2000
CTRANZ		ain Adjustments	4:12 PM
		Labor History	
		-	
Ln Lock Doc Id	l Name	Employee ID Etyp Obj Hours	Charges
01	Enter	'I' Line Amounts	19.82
_			80.18
_		I/D Ln Line Amount I	I/D 67.64
_	01 1419.82		
_	02 1000.00	I	
	03 419.82	I	
_			
_			
_			
_			
_			
_			
Start List At:		And Condition (Y/N): Y	
		PF8	PF12-
Done	SSN/Emp I	ID Frwd	Cncl

Maintain Adjustments Select Labor History screen to Split Total Dollars: Enter I Line Amounts Pop-Up screen

Assigning Dollar Amounts to Increase Lines



A pop-up window appears asking you to assign the correct dollar amounts to each increase line of redistribution.

- 7. Enter the dollar amounts to be split between increase lines.
- 8. Hit **<ENTER>.**

II - C. Standard XA – Splitting Dollars Only

Response:

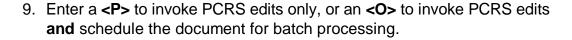
VADJTM04 **** P C R S **** (SYSTEM TEST) TEST: Work In Progres CTRANZ Maintain Adjustments Expenditure Correction Document (XA)	s 9/27/2000 4:19 PM
Edit/Proc: Approval: MMARS Override: PCRS Override: Pay Prd End: 07 22 2000 Acctg Prd: Hist Tagged: 00 Doc-ID: XA XYZ 1000 1271IRA Date: 09 27 2000 Document Total: Bat-ID: Bud Fy Dpt Approp Sub Org/Sb Obj/Sb Prog Ty Prj/Cl/Grc	2839.64
Description Lin	
01 2001 XYZ 75040100 AA 1000 A01	
02 2001 XYZ 75040100 AA 1000 A01	1419.82 D
03 2001 XYZ 75040101 AA 1000 A01	
	419.62
	DE11DE12
Done Help Delet Exit VuSel Errs Selct Back Frwd Prior Labor	

Maintain Adjustments Expenditure Correction Document (XA) screen After Assigning Dollar Amounts to Increase Lines (Pop-Up screen closes)

NOTE: The I lines have to equal the D line. In this case, some money (\$1000.00) is left in the account of the original distribution.

Editing the XA Document

The dollar figures are in the appropriate line amount fields. Place the cursor in the **Edit/Proc** field.



10. Hit **<ENTER>**.

Note: Your security will determine whether you can use the **<P>** or **<O>** function.



Any PCRS errors will appear one at a time at the top of the screen. (MMARS edits also appear here.) Once the document is error free, the Adjustments Subsystem Menu appears. Depending on security clearance, errors can be corrected by (1) changing the "I" line, or (2) performing a PCRS override. (Refer to section VII in this procedure for the Override procedure.)

```
Enter a selection or press <PF12> for main menu.
 VADJTM00 **** P C R S **** (DEVELOPER) TEST: Work In Progress
                                                                     4/15/1999
                        Adjustments Subsystem Menu
                                                                      12:11 PM
 ITDA31
 Doc-Id Number: 9105001
 Selection: AXA (A Add, M Modify, V View)+ Transaction Type, L for Inquiry List
                   Holding File Inquiry List Status:
                   XF - Insufficient Funds Correction
                   XD - Payroll Data Correction
                   XA - Expenditure Correction
                   XE - Expenditure Refund
                   XC - Prior Year Refund
                   XU - User/Sect; Earn Code/Hours
 Dept: XYZ Org: 1000
                                           Pay Period End Date: 09 12 1998
                                                          SSN: 040 02 0250
                                                   Employee ID: __
 Enter-PF1---PF3---PF3---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 Done Help
                Exit
                                                     Prior
                                                                       Menu
```

Adjustments Subsystem Menu screen

Adding a Individual XA

In the Adjustments Subsystem Menu screen, complete the following fields:



DOC-ID FIELD

The first four (4) characters of the Doc-Id Number field are pre-filled with the last number of the fiscal year and the Julian date. This field can be changed to meet your department's needs by overwriting the characters that are inferred. If you decide to leave the 4 pre-filled characters in place (BFY & Julian date), you need to fill in the remaining three (3) characters of the Doc-Id with a sequential number (e.g., 001, 002, 003, etc.) or some other code that meets your department's needs.



SELECTION FIELD

In the Selection Field type <A> for ADD and <XA> to identify the transaction code to be entered, in this case, an expenditure correction.



DEPT AND ORG FIELDS

At the bottom of the screen the Dept and Org fields are pre-filled with your MMARS department and organization code. Based on security, these fields can be modified.

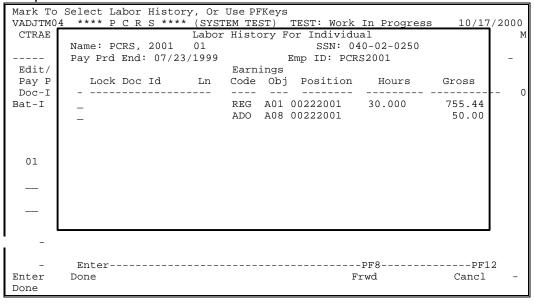
PAY PERIOD END DATE FIELD

The **Pay Period End Date** is pre-filled with the most recent Saturday pay period ending date for which payroll was processed. This field is modifiable to accommodate the user's needs.

- Enter the **Pay Period End Date** (period ending Saturday date, period beginning Sunday date for Accounts Payable pay periods) that the XA adjustment is for.
- SSN/EMPLOYEE ID
 Complete the Employee's Social Security Number in the **SSN** field, or the Employee's ID number in the **Employee ID** field.
- Hit **<ENTER>**.

The system will retrieve the specified employee's labor distribution record for the designated pay period end date.

Response:

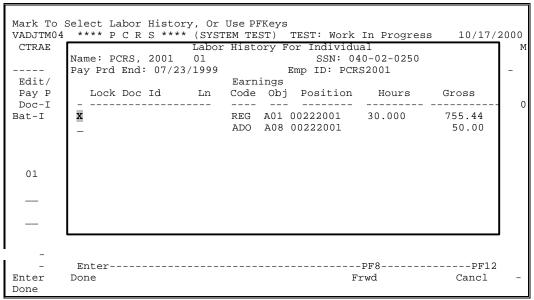


Maintain Adjustments Expenditure Correction Document (XA) Individual screen with Labor History for Individual Pop-Up Window

The pop-up window displays the selected employee's labor distribution for the specified pay period.

1. In the Select field, place a **<X>** on the line you want to redistribute.

2. Hit **<ENTER>**.



Note: If there are multiple earnings codes listed for the employee, you can only tag one code per XA transaction.

Response:
Labor History Copied Successfully, Allocate (I) Lines VADJTM04 **** P C R S **** (SYSTEM TEST) TEST: Work In Progress 7/30/1999 CTRAEY Maintain Adjustments 1:57 PM Expenditure Correction Document (XA) Individual
Edit/Proc: _ Approval: _ MMARS Override: _ PCRS Override: _ Status: HD Pay Prd End: 07 23 1999
Bat-ID: Bud Fy Dpt Approp Sub Org/Sb Obj/Sb Prog Ty Prj/Cl/Grc Actv Rptg
Description Line Amount I/D
01 2000 XYZ 70026622 00 1000 A01 GB35 0686 755.44 D
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12 Done Help Delet Exit VuSel Errs Selct Back Frwd Prior Labor Earns Menu

Maintain Adjustments Expenditure Correction Document (XA) Individual screen



The XA document screen appears. Line 01, the decrease line is pre-filled with the employee's distribution you just marked in the pop-up window. The line amount and document totals are also completed accordingly.

Response:

VADJTM04 **** P C R S **** (SYSTEM TEST) TEST: Work In Progress CTRAEY Maintain Adjustments Expenditure Correction Document (XA) Individual	7/30/1999 1:57 PM
Edit/Proc: P Approval: _ MMARS Override: _ PCRS Override: _ Pay Prd End: 07 23 1999	755.44
Description Line Am	ount I/D
01 2000 XYZ 70026622 00 1000 A01 GA23	0686 055.44 D
02 2000 XYZ 70026622 00 2000 A01 GA42	
	I
	DE11 DE10
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10F Done Help Delet Exit VuSel Errs Selct Back Frwd Prior Labor E	

Maintain Adjustments Expenditure Correction Document (XA) Individual Screen

Enter the appropriate increase line(s). To enter the increase line:

- 3. **<TAB>** from the decrease line to the first available field on the next line.
- 4. Enter <02>.
- 5. Hit **<ENTER>.**

The decrease line has been duplicated onto the first increase line. Now the increase line has to be modified to reflect the correct distribution - it cannot be the same as the decrease line; it must be unique.

Sometimes you need to change the earnings/object code combination to keep PCRS Labor History in sync with HRCMS.

NOTE: When you hit the <F11> key or <Alt> and <11> keys in the Individual XA transaction on the "decrease" line, a pop-up window appears that allows you to change the earning/object code combination.

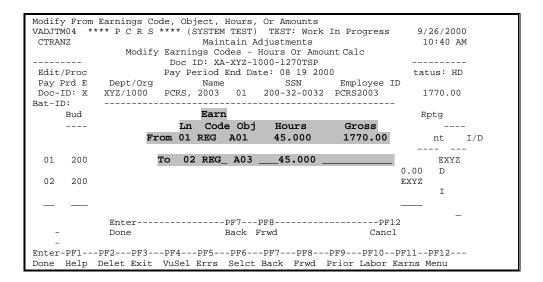
Entering
Increase
Line(s) for
Individual XA
Document





Changing the Earning/
Object Code
Combination

Example: If an employee was set up with a default object code of A01 in HRCMS, then you find out they should have been set up as a seasonal employee with object code A03, you can use the XA to change the object code



Hit **<ENTER>** to return to the document.

VADJTM04 **** P C R S **** (SYSTEM TEST) TEST: Work In P: CTRANZ Maintain Adjustments Expenditure Correction Document (XA) Indiv.	10:43 AM								
Edit/Proc: P Approval: _ MMARS Override: _ PCRS Over: Pay Prd End: 08 19 2000	ed: 000001 Total: 3540.00								
Description	Line Amount I/D								
01 2001 XYZ 75040100 AA 1000 A01 EXYZ									
02 2001 XYZ 75040101 AA 1000 A03	EXYZ 1770.00 I								
	_								
Done Help Delet Exit VuSel Errs Selct Back Frwd Prior									

Note: If you are changing the earnings code only (i.e., there will be no change to MMARS), use the PCRS XU transaction.

Editing the XA Document

Once you have changed the increase line, place the cursor in the **Edit/Proc** field.

6. Enter a **<P>** to invoke PCRS Edits only, or an **<O>** to invoke PCRS Edits **and** schedule the document for batch processing.

7. Hit **<ENTER>**.

Note: Your security will determine whether you can use the **<P>** or **<O>** function.



Any PCRS errors will appear one at a time at the top of the screen. (MMARS edits also appear here.) Depending on security clearance, errors can be corrected by (1) changing the "I" line, or (2) performing a PCRS override. (Refer to section VII in this procedure for the Override procedure)

Once the document is error free, the Adjustments Subsystem Menu appears.

You may now enter/process another XA if necessary.

Overview Splitting Hours and/or Dollars

With the Individual XA, the user may split either hours or dollars – but only once. You cannot do multiple splits in an Individual XA.

```
Enter a selection or press <PF12> for main menu.
 XAxyz32300309TES has been deleted, and labor history has been untagged.
                   **** P C R S **** (Production)
                                                                    11/05/19
 VADJTM00
                        Adjustments Subsystem Menu
 xyzA5D
                                                                       9:47
Doc-Id Number: 0309TES
Selection: AXA (A Add, M Modify, V View)+ Transaction Type, L for Inquiry List
                   Holding File Inquiry List Status:
                   XF - Insufficient Funds Correction
                   XD - Payroll Data Correction
                   XA - Expenditure Correction
                   XE - Expenditure Refund
                   XC - Prior Year Refund
                   XU - User/Sect; Earn Code/Hours
Dept: XYZ Org: 1000
                                              Pay Period End Date: 10 23 1999
                                                            SSN: 111 11 1111
                                                     Employee ID:
Enter-PF1---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12-
```

Adjustments Subsystem Menu screen



In the Adjustments Subsystem Menu screen, complete the following fields:



DOC-ID FIELD

The first four (4) characters of the Doc-Id Number field are pre-filled with the last number of the fiscal year and the Julian date. This field can be changed to meet your department's needs by overwriting the characters that are inferred. If you decide to leave the 4 pre-filled characters in place (BFY & Julian date), you need to fill in the remaining three (3) characters of the Doc-Id with a sequential number (e.g., 001, 002, 003, etc.) or some other code that meets your department's needs.

SELECTION FIELD

In the Selection Field type **<A>** for ADD and **<XA>** to identify the transaction code to be entered, in this case, an expenditure correction.

DEPT AND ORG FIELDS

At the bottom of the screen the Dept and Org fields are pre-filled with your MMARS department and organization code. Based on security, these fields can be modified.

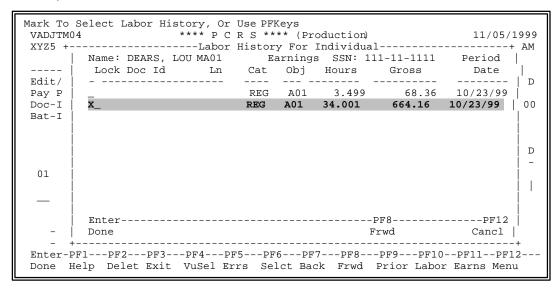
PAY PERIOD END DATE FIELD

The **Pay Period End Date** is pre-filled with the most recent Saturday pay period ending date for which payroll was processed. This field is modifiable to accommodate the user's needs.

- Enter the Pay Period End Date (period ending Saturday date, beginning Sunday for Accounts Payable pay periods) that the XA adjustment is for.
- SSN/EMPLOYEE ID
 Complete the Employee's Social Security Number in the SSN field, or the Employee's ID number in the Employee ID field.
- ► Hit <**ENTER**>.

The system will retrieve the specified employee's labor distribution record for the designated pay period end date.

Response:



Select Labor History for Individual screen

- 1. In "Select" field, enter **<X>** on the line you want to split.
- 2. Hit **<ENTER>.**

Response:

Labor History Copied Successfully, Allocate (I) Lines VADJTM04 **** P C R S **** (Production) XYZA5D Maintain Adjustments Expenditure Correction Document (XA) Individual	11/05/1999 10:38 AM
Edit/Proc: _ Approval: _ MMARS Override: _ PCRS Override: _ Pay Prd End: 10 23 1999	664.16
Description Line Am	ount I/D
	9822 664.16 D
	_
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10F Done Help Delet Exit VuSel Errs Selct Back Frwd Prior Labor E	

Maintain Adjustments Expenditure Correction Document (XA) Individual screen

- Enter the appropriate increase line. To enter the increase line:
 - 1. **<TAB>** from the decrease line to the first available field on the next line.
 - 2. Enter <02>.
 - 3. Hit **<ENTER>.**
- The decrease line has been duplicated onto the first increase line. Now the increase line has to be modified to reflect the correct distribution it cannot be the same as the decrease line; it must be unique.

- III. Individual XA Splitting Hours and Dollars
 - 4. **<TAB>** from the increase line just entered to the first available field on the next line.
 - 5. Enter <03>.
 - 6. Hit **<ENTER>.**



The decrease line has been duplicated onto the **second** increase line. Now the second increase line has to be modified to reflect the correct distribution. It can be the same as the decrease line if you need to leave some changes there.

Response:

VADJT XYZA5			** Expenditu		Maint	ain Adj	justme	ents				/1999 :55 AM
Edit/Proc: O Approval: _ MMARS Override: _ PCRS Override: _ Status: HD Pay Prd End: 10 23 1999												
					Γ	escrip	tion		L	ine Amou	nt	I/D
01	2000	XYZ	80026626	00	7122	A01	13	307 _			9822	
02	2000	XYZ	80026626	00	7122	A01	13	305 _				_
03	2000	XYZ	80026624	00	7122	A01	13	307 _			9824	_
			-									-
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12 Done Help Delet Exit VuSel Errs Selct Back Frwd Prior Labor Earns Menu												

Maintain Adjustments Expenditure Correction Document (XA) Individual screen

In the Edit/Proc field, enter **<O>.**

Hit **<ENTER>**.

Response:

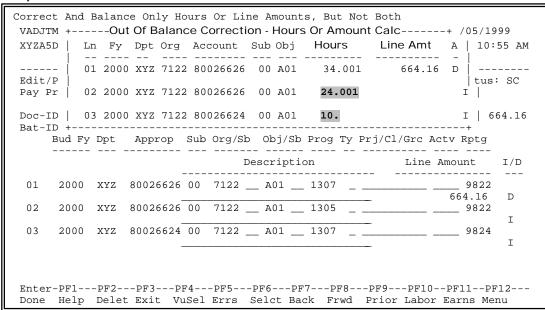
03 2000 XYZ 80026624 00 7122 <u>A01 1307 </u> 9824	VADJ XYZA					Maintai	n Adjus	tments) Individu		11/05 10	
01 2000 XYZ 80026626 00 7122 A01 1307 9822 664.16 02 2000 XYZ 80026626 00 7122 A01 1305 9822 03 2000 XYZ 80026624 00 7122 A01 1307 9824	Pay Doc-	Prd End ID: XA ID:	: 10 XYZ 3	23 1999 230 0309TE	ES I	Acctg Pr Date: 11	d: 05 199	Hist 9 Docu	Tagged: ment Tota	000001 l:	6	
02 2000 XYZ 80026626 00 7122 A01 1305 9822 03 2000 XYZ 80026624 00 7122 A01 1307 9824						De	scription	 on	L	ine Amo	unt	I/D
03 2000 XYZ 80026624 00 7122 A01 1307 9824	-			-						6	64.16	D
03 2000 XYZ 80026624 00 7122 <u>A01 1307 9824</u>	02	2000	XYZ	80026626	00	7122	A01	1305 _			9822	I
	03	2000	XYZ	80026624	00	7122	A01	1307 _			9824	

Maintain Adjustments Expenditure Correction Document (XA) Individual screen

NOTE: In the "Status" field, the status has changed from HD (held document, labor history tagged) to SC (passed PCRS edits, scheduled to process in the next nightly batch cycle).

Hit **<ENTER>** again.

Response:



Maintain Adjustments Expenditure Correction Document (XA) Individual screen with Out of Balance Correction – Hours or Amount Calc Pop-Up Window

- 7. In lines 02 and 03 of the pop-up window, enter what you want to split either hours or dollars. If you choose hours, enter hours under the "hours" field. If you choose dollars, enter it under the "Line Amt" field.
- 8. Hit **<ENTER>.**

The transaction is scheduled.

IV - A. Mass Build XA

Mass Build XA Overview



The Mass Build XA is an enhancement to the standard XA transaction. It was developed in response to departments' need for additional flexibility when transferring expenditures. The limitation of the standard XA transaction is that it requires the user to enter all data down to the lowest level of detail in order to retrieve needed labor history.

The Mass Build XA only requires the user to enter Fiscal Year, Department and Appropriation in order to retrieve labor history. The user can add more criteria if desired. The system will then build a multiple line XA. It creates decrease and increase lines for each combination of labor distribution below the criteria given. For example, if four Org codes were used in the distribution for that pay period, four decrease lines and four increase lines are built. All combinations – up to 20 lines per Mass Build XA – can be moved to the same cost center.

The Mass Build also has a "Turbo" feature that allows the system to build more than 20 lines, if necessary. In such a scenario, the system will build multiple XA documents.

The Mass Build option is only available when adding a XA transaction and cannot be used on an Individual XA. Therefore, do not enter a Social Security Number (SSN) or Employee ID Number on the Adjustments Subsystem Menu when trying to enter a Mass Build XA.

Once a Mass Build XA is built, it functions just like the standard XA transaction, editing and updating against PCRS and MMARS.

IV - A. Mass Build XA

Enter a select	ion or press <pf12> for ma</pf12>	in menu.					
VADJTM00 *: ITDA31	*** P C R S **** (DEVELOPE: Adjustments Su			4/15/1999 12:11 PM			
Doc-Id Numbe	er: 0211888						
Selection: A	XA (A Add, M Modify, V Vie	w)+ Trans	action Type, L for	r Inquiry			
	Holding File Inquiry XF - Insufficient Fu XD - Payroll Data Co	nds Corre					
XA - Expenditure CorrectionXE - Expenditure RefundXC - Prior Year Refund							
	XU - User/Sect; Earn	Code/Hou:	rs				
Dept: XYZ Org	g: 1000	Pay P	eriod End Date: 07 2 SSN: Employee ID:				
Enter-PF1PF	F2PF3PF4PF5PF6	PF7	PF8PF9PF10	-PF11PF12			

Adjustments Subsystem Menu screen

Adding Mass Build



DOC-ID FIELD

The first four (4) characters of the Doc-Id Number field are pre-filled with the last number of the fiscal year and the Julian date. This field can be changed to meet your department's needs by overwriting the characters that are inferred. If you decide to leave the 4 pre-filled characters in place (BFY & Julian date), you need to fill in the remaining three (3) characters of the Doc-Id with a sequential number (e.g., 001, 002, 003, etc.) or some other code that meets your department's needs.

NOTE: If you are building a Turbo, you <u>must</u> enter a number. The system will create sequential document IDs beginning with the number you entered. It cannot build more than one document if the Doc ID has alpha characters.

SELECTION FIELD

In the **Selection Field** type **<A>** for ADD and **<XA>** to identify the transaction code to be entered, in this case, an expenditure correction.

↑ DEPT AND ORG FIELDS

At the bottom of the screen the **Dept** and **Org** fields are pre-filled with your MMARS department and organization code. Based on security, these fields can be modified.

PAY PERIOD END DATE FIELD

The **Pay Period End Date** is pre-filled with the most recent Saturday pay period ending date for which payroll was processed. This field is modifiable to accommodate the user's needs.

Enter the **Pay Period End Date** (period ending Saturday date, beginning Sunday date for Accounts Payable pay periods) that the XA adjustment is for.

Hit **<ENTER>**.

Response:

```
VADJTM00 **** P C R S **** (SYSTEM TEST) TEST: Work In Progress 7/30/1999
 CTRAEY
               Adjustments Subsystem Menu
                                                                   3:54 PM
Doc-Id Number: 0211888
 Selection: AXA (A Add, M Modify, V View)+ Transaction Type, L for Inquiry List
                           Select XA Type
               Select, by placing an 'X' for type of XA
               you would like to process:
                       Standard (all fields)
                   X Mass build (variable fields)
Dept: XYZ Org: 1000
                                     Pay Period End Date: 07 23 1999
                                                      SSN: ___ __
                                               Employee ID: ___
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done Help Exit
                                                   Prior
```

Adjustments Subsystem Menu screen with Selection Pop-Up Window

Selecting the Mass Build XA on the Adjustment Subsystem Menu

- 1. Enter **<X>** in the "Mass Build XA (variable fields)" field.
- 2. Hit **<ENTER>.**



Response:

Enter Mass Build XA document, or use PFkeys to exit. VADJMXA3 **** P C R S **** (SYSTEM TEST) TEST: Work In Progr CTRAEY Maintain Adjustments Expenditure Correction Document Mass Build (XX	3:55 PM
Edit/Proc: _ Approval: _ MMARS Override: _ PCRS Override: Pay Prd End: 07 23 1999 Acctg Prd: Hist Tagged: Doc-ID: XA XYZ 1000 0211888 Date: 07 30 1999 Document Total	0.00
Description Li	
01	
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PI Done Help Exit Bld-M Bld-R Prior La	

Maintain Adjustments Expenditure Correction Document Mass Build (XA) screen

- Notes: 1. This is the Mass Build XA document screen.
 - 2. If you currently have XA security, you automatically have the same security level for the Mass Build XA.

Entering Mass Build XA Decrease Line

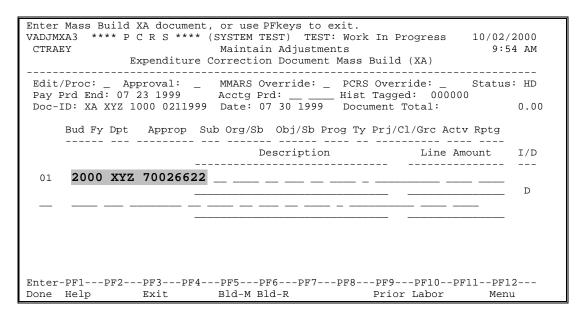
The Mass Build XA requires that at least three fields be completed on the "decrease" line:

- Fiscal Year
- Department
- Appropriation.

At the department's discretion, any other combination of statutory and nonstatutory fields can also be entered on the decrease line.

In the Mass Build XA screen:

- 3. **<TAB>** to the **Decrease** line (01).
- Enter Fiscal Year, Department and Appropriation (required) and any other valid information making up the adjustment criteria needing modification.





If there are fields needing to be accessed and they are not visible on the screen, press **<F10>** or **<Alt>** and **<10>** to pull up the labor pop-up window. All statutory and non-statutory fields are displayed and can be entered in this window.

VADJM					In Progress	10/02/2000
CTR		L COST DISTR	IBUITON CAT	EGURIES	7. \	9:50 AM
	Document Line 01	L			A)	
n 4 /	Daniel and the same	7777	D t 1			Ghab at IID
Edi	Department	XYZ	Dept 1			Status: HD
Pay	Organization		Dept 2			
Doc	Account	70026622	Dept 3		1:	0.00
	Object		Dept 4			
	Program		Dept 5		rc Act	v Rptg
	Sub-object		Dept 6			
	Sub-organization	1 <u> </u>	Sect 1		$_{}$ ine Am	ount I/D
	Project/Cl/Grc		Sect 2			
01	PCG Indicator	_				
	Activity					D
	Reporting Catego	ory				
Enter	-PF1PF2PF3	PF4PF5-	PF6PF7	'PF81	PF9PF10PF	711PF12
Done		Bld-1			rior Labor	Menu

Entering the Mass Build XA Increase Line

On the Increase line (02):

- 5. s<TAB> down from the decrease line to the first available field on the next line.
- 6. Enter <02>.
- 7. Hit **<ENTER>.** Response: The decrease line is duplicated onto the increase line.
- 8. Change some field on the increase line. A field must be changed in order for it to be unique.

Note: If you enter a value in a field on the decrease line, you must enter a value in the same field on the increase line.

The Mass Build XA requires data input to only one (1) decrease (D) line and one (1) increase (I) line. Duplicate D and I lines are not allowed since the document is building those additional lines for you.



Response:

Enter Mass Build XA document, or use PFkeys to exit. VADJMXA3 **** P C R S **** (SYSTEM TEST) TEST: Work In Progress 7/30/1999 CTRAEY Maintain Adjustments 4:29 PM Expenditure Correction Document Mass Build (XA)
Edit/Proc: _ Approval: _ MMARS Override: _ PCRS Override: _ Status: HD Pay Prd End: 07 23 1999
Description Line Amount I/D
01 2000 XYZ 70026622
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12 Done Help Exit Bld-M Bld-R Prior Labor Menu

Maintain Adjustments Expenditure Correction Document Mass Build (XA) screen

Building the XA Document



Once the increase line has been modified to reflect the correct distribution, the next step is to search for the labor history that matches the criteria entered on the decrease line for that pay period, and build the XA document. To build a single XA document based on criteria, press <F6> or <Alt> and <6>. [If multiple documents are required, press <F5> or <Alt> and <5> to invoke the turbo feature.]



NOTE: You cannot enter a value for Reporting Category. This field is for display only. PCRS will derive the correct Reporting Category values wherever necessary from its edits to MMARS ASTA tables.

After the XA is built, a pop-up window appears showing the mass build document totals and the dollar amount of any labor history records that were skipped.

Response:

11	VADJMXA3 **** P C R S **** (SYSTEM TEST) TEST: Work In Progress 7/30/19 CTRAEY Maintain Adjustments 4:10 Expenditure Correction Document Mass Build (XA)								
Edit/Proc: _ Approval: _ MMARS Override: _ PCRS Override: _ Status: HD Pay Prd End: 07 23 1999									
	Bud Fy	Dpt	Approp S	ub Org/Sb	Obj/Sb Prog Ty Prj/Cl/Grc Actv Rptg				
	Mass Build Document Totals:								
01	2000	XYZ	70026622 _	_ 1000	Doc Total Lines: 20				
02	2000	XYZ	70020001 _	1000	'D' lines Total: 48,193.60 Pos/Acct Skipped: Earn/Obj Skipped:				
03	2000	XYZ	70026622	1000	Locked Hist Skipped: Outstanding For Select:10,298.46 Press 'Enter' to Continue				
11					6PF7PF8PF9PF10PF11PF12 d-R Prior Labor Menu				

Maintain Adjustments Expenditure Correction Document Mass Build (XA) screen with Mass Build Totals Pop-Up Window

Mass Build Document **Totals Pop-Up Window Descriptions** LINE

Doc Total Lines

DESCRIPTION

The number of D and I lines completed on a specific Mass Build document. There is a maximum of 20 lines per XA document that can be filled. If the total does equal 20, it is likely that there are more labor history records out there that meet the criteria entered. (Please refer to "Outstanding for Selection" field description in this

section for more information.)

Dollar total of the decrease lines in the 'D' Lines Total

document.

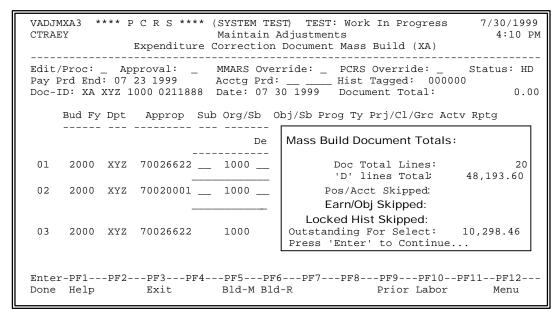
Pos/Acct Skipped Dollar total of all labor history records that met the

> entered criteria but failed the position assigned rules edit in PCRS. This edit verifies there is an approved PCRS rule in place when transferring

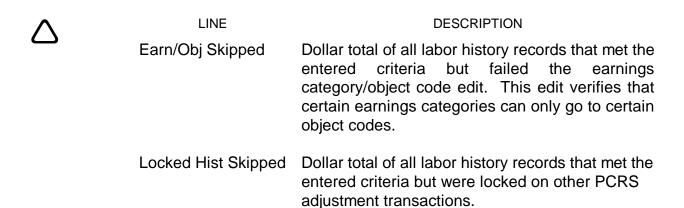
charges from one account to another.

IV - A. Mass Build XA

Response:



Maintain Adjustments Expenditure Correction Document Mass Build (XA) screen with Mass Build Totals Pop-Up Window



VADJI CTRAI				Maintain	CST) TEST: Work In Progress 7/30/1999 Adjustments 4:10 PM A Document Mass Build (XA)				
Pay I	Edit/Proc: _ Approval: _ MMARS Override: _ PCRS Override: _ Status: HD Pay Prd End: 07 23 1999								
	Bud Fy	Dpt	Approp Su	ub Org/Sb	Obj/Sb Prog Ty Prj/Cl/Grc Actv Rptg				
	De Mass Build Document Totals:								
01	2000	XYZ	70026622	_ 1000	Doc Total Lines: 20 'D' lines Total: 48,193.60				
02	2000	XYZ	70020001	_ 1000	Pos/Acct Skipped: Earn/Obj Skipped:				
03	2000	XYZ	70026622	1000	Locked Hist Skipped: Outstanding For Select: 10,298.46 Press 'Enter' to Continue				

Maintain Adjustments Expenditure Correction Document Mass Build (XA) screen with Mass Build Totals Pop-Up Window



LINE

DESCRIPTION

Outstanding Selection

Dollar total of the remaining labor history records that met the entered criteria. This total lets you see how much more you might want to transfer through additional Mass Build XA's.

If you use the Turbo feature, it will build as many documents as necessary for all records that meet your criteria.



Hit **<ENTER>**.

Response: The pop-up window closes and the XA screen returns.

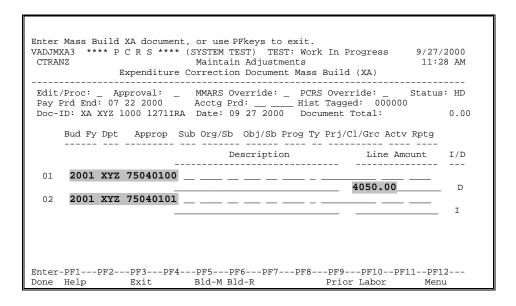


Once the pop-up window closes, you are no longer in the "add" screen of the Mass Build XA document; you are automatically brought into the modify mode of a regular XA.

The Mass Build feature is only available when you are adding a XA.

Once you have added (built) a Mass Build XA document, you cannot "rebuild" the document by pressing <F6> or <Alt> and <6> when in the modify mode; the system only builds the document once.

To "re-build" a mass build document, delete the original and start over again. Because the Mass Build XA gets built within seconds of pressing <F6> or <Alt> and <6>, it is easier for the user to delete the document and re-enter it. [The user may choose to re-build the XA Turbo by pressing <F5> or <Alt> and <5>.]



Maintain Adjustments Expenditure Correction Document Mass Build (XA) screen



The Mass Build XA has the option of transferring expenditures for a specific dollar amount. The user determines and enters the criteria.



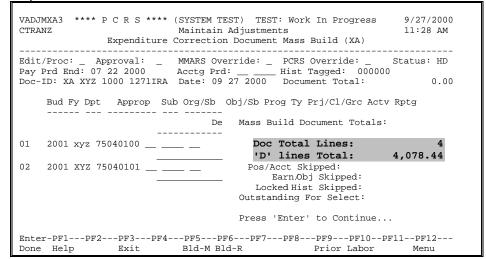
Once in the Mass Build screen:

- 1. Enter the labor history search criteria on the decrease line.
- 2. In the **<Line Amount>** field, enter the **dollar amount** to be transferred.
- 3. Enter your increase line and modify accordingly.
- Press <F6> or <Alt> and <6>.
 [For Mass Build Turbo, press <F5> or <Alt> and <5>.]



This searches for labor history records that meet the entered criteria and also equal the total entered in the "Line Amount" field.

Response:



Maintain Adjustments Expenditure Correction Document Mass Build (XA) screen with Mass Build Totals Pop-Up Window



Hit **<ENTER>** after reviewing the pop-up window information.



Once the pop-up window closes, you are no longer in the "add" screen of the Mass Build XA document; you are automatically brought into the modify mode of a regular XA.

The following screens show that the system searched and found two object codes meeting the specified criteria and built a line for each.

Response:

Maintain Adjustments Expenditure Correction Document Mass Build (XA): First Add screen

VADJTM04 **** P C R S **** (SYSTEM TEST) TEST: Work In Progress CTRANZ Maintain Adjustments Expenditure Correction Document (XA)	9/27/2000 11:45 AM								
Edit/Proc: _ Approval: _ MMARS Override: _ PCRS Override: _ Pay Prd End: 07 22 2000	8156.88								
Description Line Amount I/D									
04 2001 XYZ 75040101 AA 1000 A08									
 Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10 Done Help Delet Exit VuSel Errs Selct Back Frwd Prior Labor I									

Maintain Adjustments Expenditure Correction Document Mass Build (XA): Second Add screen

 \triangle ?

The system searches alphabetically for those labor history records that equal the amount entered in the "Line Amount" field and also meet the criteria entered on the decrease line. In the previous example, the original D line criterion is \$4,050.00. Mass Build Selection created a document with D line totals equaling \$4,078.44. The search stops after it finds the first labor history record that exceeds the total dollar amount originally entered.

ACCEPT OR MODIFY D LINE

The user has to choose whether to accept the D line or modify it.

A. Accept D Line

If the user chooses to accept the D line, s/he proceeds with "Editing the Mass Build XA" in this section of the manual.

- B. Modify D LineIf the user chooses to modify the D line, s/he must choose one (1) of two (2) options:
 - 1. Deselect a Labor History record to reduce D line total.

OR

2. Remove a D line.

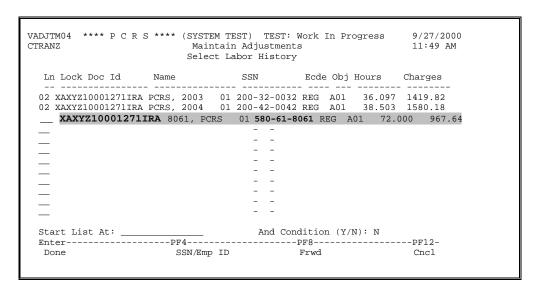
DESELECT RECORDS

Let's say all A08 charges must be moved. So you need to deselect some A01 charges from D Line-1.

To deselect the D Line:

- a. Place the cursor on the D line.
- b. Press <F6> or <Alt> and <6> (Select) then <F4> or <Alt> and <4> if Employee ID is needed.
- c. Blank out the line number on the D-Line Labor History record that exceeds the \$4,050 that you want to move.

Response: A pop-up window appears.



d. Hit <ENTER>.

```
VADJTM04 **** P C R S **** (SYSTEM TEST) TEST: Work In Progress
                                                     9/27/2000
                                                   11:57 AM
CTRANZ
                      Maintain Adjustments
         Maintain Adjustments
Expenditure Correction Document (XA)
______
Bat-ID:
  Bud Fy Dpt Approp Sub Org/Sb Obj/Sb Prog Ty Prj/Cl/Grc Actv Rptg
                        Description Line Amount I/D
01 2001 XYZ 75040100 AA 1000 __ A01 __ _ _ _ _ _ _ _ ___
                                                 3000.00 D
02 2001 XYZ 75040101 AA 1000 __ A01 __ __ _ _ _ _
                                                 3000.00 I
03 2001 XYZ 75040100 AA 1000 __ A08 __ __ _ _ _
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done Help Delet Exit VuSel Errs Selct Back Frwd Prior Labor Earns Menu
```

You had to remove the entire amount of \$967.64 to get below the \$4,050. This XA will move \$3,110.80. To move an exact amount of \$4,050 for this pay period, process an individual XA for SSN 580-61-8061 for \$939.20. Refer to the individual XA dollar splitting process in Section III.

REMOVE A D LINE

To remove the D line:

If you don't want the A08 included in the XA, then delete the line using the following steps.

1. Place the cursor on the I line (line 04).

Expenditure Correction Document (XA)
Edit/Proc: _ Approval: _ MMARS Override: _ PCRS Override: _ Status: HD
Pay Prd End: 07 22 2000 Acctg Prd: Hist Tagged: 000004
Doc-ID: XA XYZ 1000 1272IRA Date: 09 28 2000 Document Total: 8156.88
Bat-ID:
Bud Fy Dpt Approp Sub Org/Sb Obj/Sb Prog Ty Prj/Cl/Grc Actv Rptg
<pre>< MORE > Description</pre>
< MORE > Description Line Amount I/D
01 2001 XYZ 75040100 AA 1000 A01
3967.64 D
02 2001 XYZ 75040101 AA 1000 A01
3967.64 I
03 2001 XYZ 75040100 AA 1000 A08
110.80 D
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12
Done Help Delet Exit VuSel Errs Selct Back Frwd Prior Labor Earns Menu

VADJTM04 **** P C R S **** (SYSTEM TEST) TEST: Work In Progress 9/28/2000 CTRANZ Maintain Adjustments 10:57 AM Expenditure Correction Document (XA)
Edit/Proc: _ Approval: _ MMARS Override: _ PCRS Override: _ Status: HD Pay Prd End: 07 22 2000
Description Line Amount I/D
04 2001 XYZ 75040101 AA 1000 A08
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12 Done Help Delet Exit VuSel Errs Selct Back Frwd Prior Labor Earns Menu

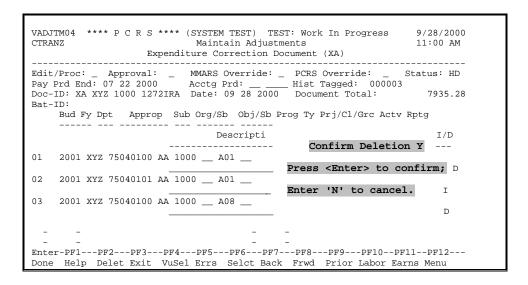
2. Press <F2> or <Alt> and <2>. A pop up window appears for you to confirm deletion. This untags labor history for the I line.

VADJTM04 **** P C R S **** (SYSTEM TEST) TEST: Work In Progress 9/28/2000 CTRANZ Maintain Adjustments 10:57 AM Expenditure Correction Document (XA)							
Edit/Proc: _ Approval: _ MMARS Override: _ PCRS Override: _ Status: HD Pay Prd End: 07 22 2000							
Descripti I/D							
Enter 'N' to cancel.							

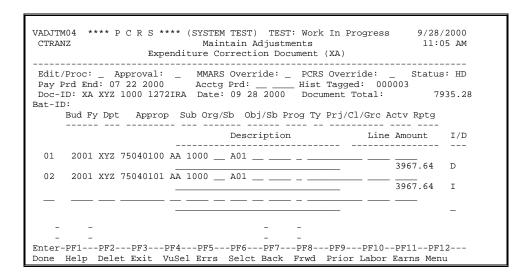
Hit **<ENTER>.**

VADJTM04 **** P C R S **** (SYSTEM TEST) TEST: Work In CTRANZ Maintain Adjustments Expenditure Correction Document (XA	11:00 AM					
Edit/Proc: _ Approval: _ MMARS Override: _ PCRS Override: _ Status: HD Pay Prd End: 07 22 2000						
Bud Fy Dpt Approp Sub Org/Sb Obj/Sb Prog Ty Prj/						
01 2001 XYZ 75040100 AA 1000 A01	3967.64 D					
03 2001 XYZ 75040100 AA 1000 A08	3967.64 I					
	D					
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF Done Help Delet Exit VuSel Errs Selct Back Frwd Pri						

- 3. Place the cursor on the associated D line (line 03). The associated D line will be blank for dollar amount.
- 4. Press <F2> or <Alt> and <2>.



Hit **<ENTER>** to confirm the deletion.



5. If necessary, build the Standard XA for the remaining dollars.



Once you have added (built) a Mass Build XA document, you cannot "rebuild" the document by pressing <F6> or <Alt> and <6> when in the modify mode; the system only builds the document once.



To "re-build" a mass build document, delete the original and start over again. Because the Mass Build XA gets built within seconds of pressing **<F6>** or **<Alt> and <6>**, it is easier for the user to delete the document and re-enter it. [The user may choose to re-build using the XA Turbo function. To do this, press **<F5>** or **<Alt> and <5>**.]

Viewing Tagged Labor History Records To view tagged labor history:

- 1. Hit **<ENTER>** to close the document totals pop-up window (if it isn't already closed).
- 2. Place the cursor on the D line.
- 3. Press <F6> or <Alt> and <6> then <F4> or <Alt > and <4> if Employee ID is needed.



The View Select Labor History screen shows the tagged records with a **02** in the "**Ln**" field. If you have multiple decrease and increase line

combinations, you would have to press <F6> or <Alt> and <6> on each decrease line to view all the labor history records by SSN that were tagged or <F4> or <Alt> and <4> to view by Employee ID.

Viewing Selected Employees

4. Place the cursor anywhere on the "increase" line.

5. Press <PF4> key or <Alt> and <4> (View Selected Employees key) to view employees (by SSN) tagged to this line.

Response: A View Selected Labor History pop-up window appears that alphabetically lists all employees whose labor history records were selected for the "increase" line.

6. As with the "decrease" line, the **<PF4>** key acts as a toggle between SSN and Employee ID.

IV - C. Mass Build XA - Blank Fields

Searching for Blank Fields on a Mass Build XA Document

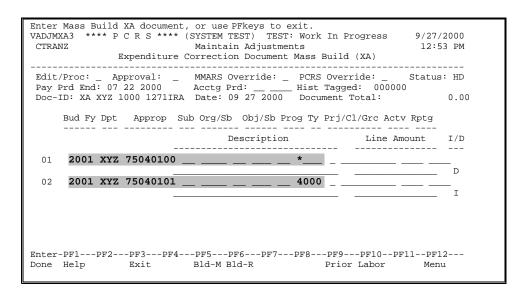


The Mass Build XA allows the user to search for blank fields (fields with no values in them) or transfer charges from fields with values to blank fields.

To search for and add a value to blank fields:

- 1. On the decrease line in the Mass Build screen, enter your search criteria information.
- 2. Enter an **asterisk** (*) in the field(s) you want searched that have no values in them (blank), e.g. program code.
- 3. Enter your increase line information. Include the desired program code value.
- 4. Press **<F6>** or **<Alt>** and **<6>**.

Note: The system will not search for blanks on statutory fields (BFY, Dept, Appropriation, Subsidiary, Organization, Object), since these fields are required at the time of payroll data entry and will never be blank.



Maintain Adjustments Expenditure Correction Document Mass Build (XA): Search for Blank Fields screen



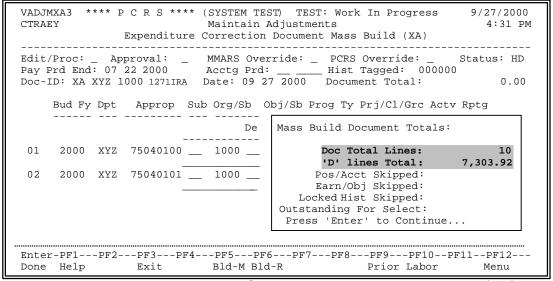
IV - C. Mass Build XA - Blank Fields



In the previous example, we placed an asterisk on the decrease line in the Program Code field, then entered a valid Program Code on the increase line. We want all labor history for the specified pay period that meets the D line criteria and has no values entered in the Program Code field to charge to Program Code 4000, our increase line.

The system searches for those labor history records that match the entered criteria and have a blank value in the field(s) designated with an asterisk.

Once the <F6> or <Alt> and <6> key(s) is(are) pressed, the system will retrieve those records that had no values in the Program Code field **and** met the other entered D line criteria.



Maintain Adjustments Expenditure Correction Document Mass Build (XA) with Mass Build Totals Pop-Up screen

IV - C. Mass Build XA - Blank Fields

Mass Build XA After Searching for Blank Fields

Hit **<ENTER>.**

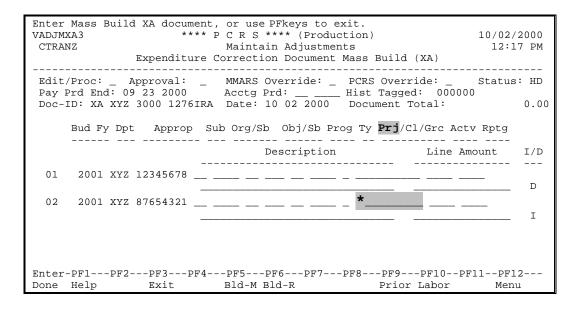
Response: The pop-up window closes and the modify mode screen of a regular XA appears.

You can now edit the document for any errors.

Transferring
Expenditures
to Blank
Fields on a
Mass Build
XA

To transfer expenditures to blank fields:

- 1. On the decrease line in the Mass Build screen, enter your search criteria information.
- 2. Enter your increase line information.



Enter an **asterisk (*)** in the increase line field(s) you want replaced with a blank value. In this case, we're changing all fields with a project value to no value.

4. Press <F6> or <Alt> and <6> to build the document.

CTRANZ	Maintain Adjustments	10/02/2000 12:17 PM
Expenditu	re Correction Document Mass Build (XA)	
	_ MMARS Override: _ PCRS Override: _ Acctg Prd: Hist Tagged: 00	
Doc-ID: XA XYZ 3000 1276	IRA Date: 10 02 2000 Document Total:	0.00
Bud Fy Dpt Approp	Sub Org/Sb Obj/Sb Prog Ty Prj/Cl/Grc P	Actv Rptg
	De Mass Build Document Total	.s:
01 2001 XYZ 12345678	Doc Total Lines: 'D' lines Total:	
02 2001 XYZ 87654321	Pos/Acct Skipped: Earn/Obj Skipped: Locked Hist Skipped: Outstanding For Select:	31,256.36
	Press 'Enter' to Continue	
	F4PF5PF6PF7PF8PF9PF10- Bld-M Bld-R Prior Labor	

The system returns the pop-up window with the Mass Build totals for your review.

Hit **<ENTER>** to close the window and return to the document.

VADJTM CTRAN			Main	**** (Produ tain Adjustm rrection Doc	ents		10/02 12:	2/2000 :19 PM
Pay P Doc-I Bat-ID	ord End: 09 D: XA XYZ	23 2000 3000 1276	Acctg IRA Date:	Prd: 10 02 2000	PCRS Overri Hist Tagged Document To	: 000 tal:		2943.12
< MC	DRE >			Description		Line	 Amount	I/D
01	2001 XYZ	12345678	00 2001	A01	P XYZ0100AD1	0661	0608 325.70	D
02	2001 XYZ	87654321	00 2001	A01	P	0661		
03	2001 XYZ	12345678	00 2003	A01	P XYZ0100AD1	0661		
_	_			_			300.10	ב
- Enter-	- PF1PF2-	PF3P	F4PF5	- -PF6PF7	- -PF8PF9	PF10-	-PF11PF	712

The field(s) you designated with an asterisk (*) on the increase line will be replaced with blank values once the Mass Build XA is processed. In this case, the project fields on the increase lines are blank.

V - D. Mass Build XA - Editing/Processing

Overview

The user has four (4) options at the processing/editing stage of the process:

?

- 1. EDIT/PROCESS
- 2. RELEASE LABOR HISTORY TAGS
- 3. HOLD THE DOCUMENT
- 4. DELETE THE DOCUMENT

Edit/Process the Mass Build XA

To Edit/Process the XA Document:

- 1. Place the cursor in the **Edit/Proc** field.
- 2. Enter a <P> to invoke PCRS edits only, or an <O> to invoke PCRS edits and schedule the document for batch processing.
- 3. Hit **<ENTER>**.

Note: Your security will determine whether you can use the **<P>** or **<O>** function.



Any PCRS errors will appear one at a time at the top of the screen. (MMARS edits also appear here.) Once the document is error free, the Adjustments Subsystem Menu appears. Depending on security clearance, errors can be corrected by (1) changing the "I" line, or (2) performing a PCRS override. (Refer to section VII in this procedure for the Override procedure.)

You may now enter/process another XA if necessary.

V - D. Mass Build XA – Editing/Processing

Releasing Labor History Tags



When you release labor history tags, the specific labor history tagged in the document is unlocked. Any data entered in the increase/decrease lines is saved.

To release labor history tags:

- 1. Place the cursor in the Edit/Proc field.
- 2. Enter < R>.
- 3. Hit **<ENTER>.**

Response: Labor history tags are released and the document is in a HOLDR status.

Putting Document In Hold Status



Putting the document in the HOLD status saves the document but does not schedule the document for processing.

There are two (2) ways to put the document in the HOLD status:

- 1. Place the cursor in the Edit/Proc field.
- 2. Hit **<Enter> OR** enter **<H>** and hit **<ENTER>.** Response: The document is in HOLD status.

Deleting Document



Deleting the document erases all the information you entered. The DOCld can be reused.

To delete the document:

- 1. Place the cursor in the **Edit/Proc** field.
- Enter <R> to release labor history tags. Hit <ENTER>.
- 3. Enter **<D>.**
- 4. Hit **<ENTER>.**

Response: The document is deleted.

Overview

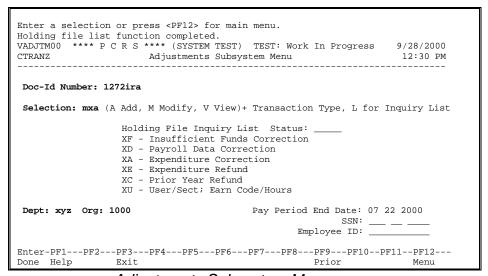


Based on security, the user has the ability to modify a XA transaction that has not been processed to a **DONE** status. When modifying a XA, you must enter the same Doc-Id Number, Department and Organization that corresponds to the original XA you want to modify.

If the document is in SCHED status, the fields are non-modifiable. To modify a scheduled document:

- 1. In the **Edit/Proc** field, enter **<H>** (to hold the Document).
- 2. Hit **<ENTER>**.

This will allow fields to be accessed. After modifying the document, you need to re-edit it by entering either a <P> or an <O> in the Edit/Proc field.



Adjustments Subsystem Menu screen

Selecting Document to be Modified

In the Adjustments Subsystem Menu screen, complete the following field:

ified SELECTION FIELD

In the **Selection Field** type **<M>** for Modify and **<XA>** to identify the transaction code to be entered, in this case, an expenditure correction. *NOTE:* Documents that are to be modified must be in HOLD or EDITP status.

Hit **<ENTER>**.

Response:

VADJTM04 **** P C R S **** (SYSTEM TEST) TEST: Work In Progress CTRANZ Maintain Adjustments Expenditure Correction Document (XA)	9/28/2000 12:22 PM
Edit/Proc: _ Approval: _ MMARS Override: _ PCRS Override: Pay Prd End: 07 22 2000 Acctg Prd: Hist Tagged: 000 Doc-ID: XA XYZ 1000 1272IRA Date: 09 28 2000 Document Total: Bat-ID: Bud Fy Dpt Approp Sub Org/Sb Obj/Sb Prog Ty Prj/Cl/Grc A	0002 5095.64
Description Line	Amount I/D
01 2001 XYZ 75040100 AA 1000 A01	
02 2001 XYZ 75040101 AA 1000 A01	2547.82 D
	2547.82 I
	-
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10- Done Help Delet Exit VuSel Errs Selct Back Frwd Prior Labor	

Maintain Adjustments Expenditure Correction Document Mass Build (XA):

Modify Mode

Modifiable Fields



In the modify mode, the following fields are accessible

- Budget FY
- Department
- Appropriation
- Org
- Suborg
- Object
- Subobject
- Program
- Ty, project/client/grc
- Activity
- Department defined fields 1-6
- Secretariat fields 1-2.

Retrieving Employees Labor History



To retrieve the list of all the employees whose labor history is associated with the XA transaction:

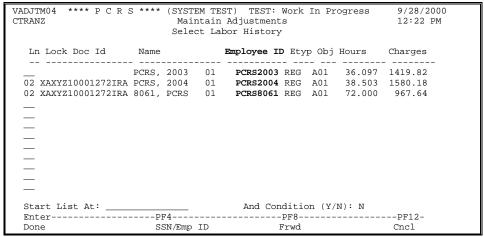
- 1. **<TAB>** to the Decrease line.
- Press <F6> or <Alt> and <6> to reach the Selct (Select Employees) screen by SSN then press <F4> or <Alt> and <4> to view employees by Employee ID.

NOTE: For this function, the <F4> key is a toggle switch between SSN and Employee ID.

Response:

VADJTM04 **** P C R S CTRANZ	Mair	EM TEST) TEST: ntain Adjustment ct Labor History	ts	9/28/2000 12:22 PM
Ln Lock Doc Id	Name	SSN	Ecde Obj Hours	Charges
02 XAXYZ10001272IRA 02 XAXYZ10001272IRA	PCRS, 2004		REG A01 38.50	3 1580.18
Start List At: Enter Done	PF4 SSN/Emp		ndition (Y/N): N -PF8 Frwd	PF12- Cncl

Maintain Adjustments Select Labor History screen: Modifying List of Selected Employees' Labor History Records - SSN



Maintain Adjustments Select Labor History screen: Modifying List of Selected Employees' Labor History Records – Employee ID

NOTE: In this screen you can modify the selected employees.



The previous screens show the list of selected employees that have been tagged with the associated Doc-Id and a list of all employees associated with the decrease line and not yet tagged. If records have been tagged to other transactions, the appropriate Doc-Id's will be listed here as well. While working in one transaction, you <u>cannot</u> delete the tagged labor history records that are part of another adjustment transaction.

When you want to delete selected employees from the list you created, space out the line number next to the employee's name.

Selecting a New Group of Employees on the XA

SELECT

To select a new group of employees:

- 1. Next to the untagged names, type the desired increase line number from the XA.
- 2. Hit **<ENTER>** when the list is completed.

Response: The XA document with the total dollar figure for this new list of employees' labor history records appears in the **Line**Amount field.

RE-EDIT

Re-edit the document by:

- 1. Placing the cursor in the **Edit/Proc** field.
- 2. Enter a <P> to invoke PCRS edits only or an <O> to invoke PCRS Edits and schedule the document for batch processing.
- Hit **<ENTER>**.

Response: Once the document is error free, the Adjustments Subsystem Menu appears.

NOTE: Your security will determine whether you can use the **<P>** or **<O>** function.

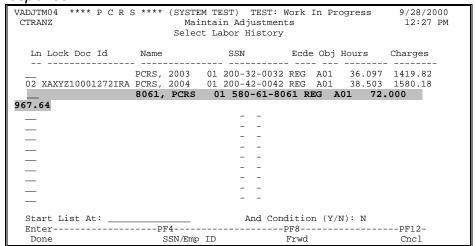
VIEW LIST

To only view the list of employees whose labor history was tagged to a particular increase line:

- 1. **<TAB>** to the specific increase line.
- Press <F4> or <Alt> and <4> to reach the VuSel (View Selected Employees) screen by SSN and press <F4> or <Alt> and <4> again for Employee ID.

NOTE: In this case, <F4> or <Alt> and <4> acts as a toggle switch between SSN and Employee ID.

Response:





Maintain Adjustments Select Labor History screen: SSN In this window the employees whose labor history records were originally tagged for redistribution can be viewed.

The fields are non-modifiable in this screen.



Response:

VADJTM04 **** P C R S **** (SYSTEM TEST) TEST: Work In CTRANZ Maintain Adjustments Expenditure Correction Document (XA)	_		
Edit/Proc: _ Approval: _ MMARS Override: _ PCRS Ove Pay Prd End: 07 22 2000 Acctg Prd: Hist Tag Doc-ID: XA XYZ 1000 1272IRA Date: 09 28 2000 Document Bat-ID: Bud Fy Dpt Approp Sub Org/Sb Obj/Sb Prog Ty Prj	ged: 00000 Total:)1 31	
Description			I/D
01 2001 XYZ 75040100 AA 1000 A01		580.18	D
02 2001 XYZ 75040101 AA 1000 A01		580.18	I
			_
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9 Done Help Delet Exit VuSel Errs Selct Back Frwd Pri			

Maintain Adjustments Expenditure Correction Document (XA) screen

The selected record is untagged. The D and I lines will be reduced by the untagged record.

VII. PCRS Override

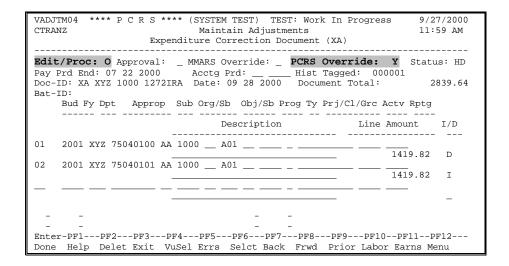
Overview



Rules for the current pay period may not have been in place for the prior period a department is adjusting. To process these transactions, a PCRS override needs to be performed to bypass the current rules settings.

The ability to perform an override is based on security. Overrides are unique to each department.

Overrides can be performed on all XA transactions: Standard, Individual, and Mass Build.



Maintain Adjustments Expenditure Correction Document screen

VII. PCRS Override

Override Procedure

To perform a PCRS override:

•

 In the Main Adjustments Expenditure Correction Document screen in the edit stage, enter <0> in the Edit/Proc field.

Response: Cursor automatically moves to PCRS Override field.

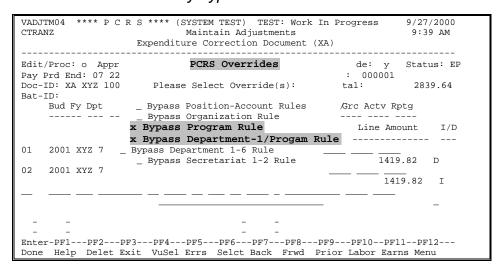
2. Enter <Y>.

Hit **<ENTER>**.

Response: A "PCRS Overrides" pop-up screen appears listing the overrides or "bypasses". Each department has unique bypasses.

Place the cursor in front of the rule that needs to be bypassed and enter <X>.

NOTE: Select as many bypasses as needed.



4. Hit **<ENTER>.**

Response: The Adjustments Subsystem Menu screen appears.

VIII. Troubleshooting

No Matching Labor History Found



In cases where there are no matching labor history records or all matching labor history records have been skipped, an error message will be issued. The user will need to either re-enter new criteria or leave the document without saving it by pressing **<F9>** or **<Alt>** and **<9>**.



- 1. Broaden the criteria for your search
- 2. Make sure you have the correct pay period and/or employee.
- 3. For standard or Mass Build, if you are sure that one employee meets some of the criteria, build an individual XA to see if there is additional labor history criteria.

All Matching Records Skipped Most likely the records are tagged to one or more other PCRS documents. Verify their validity and either process them or delete them.